



Job Description

Classification: Investigator

Working Title: Detective

Position Number: 358-411-8610-005

Division/Unit: SLED/LA Basin Region (411)

Assigned Headquarters: Santa Fe Springs District Office

Position Eligible for Telework (Yes/No): Y

Job Description Summary

Under the direction of the Lieutenant, LA Basin Region, the incumbent conducts complex and sensitive administrative, civil, and criminal investigations and other law enforcement activities for the California State Lottery (Lottery) with direct or minimal supervision. This position also provides technical advice to local, state and federal law enforcement agencies to assure the integrity, honesty, and fairness in the operation of the Lottery, pursuant to Penal Code 830.3(p). Incumbent may work alone, as part of an investigative team, or as a lead person, and coordinate the work of other enforcement staff. Incumbent must communicate effectively orally and in writing; read and interpret various codified laws, rules, and regulations.

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45% (Essential) Conduct criminal investigations; may include prolonged surveillance activities. Pursue, apprehend and/or physically control an individual; may require the use of a firearm and other safety equipment; assist local law enforcement on investigations. Conform to modern law enforcement practices to identify and locate victims, witnesses, and suspects. Conduct probation and parole searches, prepare, and serve search warrants; make custodial arrests; issue citations; submit criminal complaint requests to local prosecutors. Exercise effective case management with ability to prioritize. Conduct interviews and seize physical evidence in accordance with POST guidelines; obtain information from victims, witnesses and suspects of crimes or violations in a manner appropriate to the situation and culture of the people involved. Prepare detailed reports that will withstand legal scrutiny. Complete investigative field reports in the Records Information Management System (RIMS). Provide proper care, custody and control of all evidence seized. Testify accurately in court regarding arrests, reports, recovered evidence and victims' statements.

20% (Essential) Investigate complaints and/or allegations of administrative misconduct of retailers, claimants, distributors, suppliers, and contractors to the Lottery; conduct retailer on-site compliance checks.

10% (Essential) As needed, provide physical building access for Lottery district offices and all other security-related Lottery operations.

10% (Essential) Advise and assist Lottery retailers and contractors regarding Lottery-related security matters.



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10% (Essential) Properly maintain issued safety equipment and assigned state vehicle; maintain compliance for mandatory law enforcement training updates.

5% (Marginal) Other special assignments as designated by the Deputy Director, Security/Law Enforcement Division (SLED), Chief or Lieutenant. These other duties may include coordinating overtime schedules, preparing case intake for field investigators throughout the State of California, assist with internal and new employee background investigations within assigned field operation territory: schedule and conduct fingerprinting on new Lottery retailers, contractors, and employees, and other various duties.

Scope and Impact

- a. Consequence of Error: Failure to use good judgement in handling sensitive and confidential material could result in information being lost and/or released to unauthorized persons in violation of the Governmental Code.
- b. Administrative Responsibility: N/A
- c. Supervision Exercised and Received: A Lieutenant directly supervises the detective. The incumbent is required to work independently and is held responsible for decisions made. Detectives routinely perform their duties without direct supervision and are expected to conduct themselves professionally and responsibly. No supervision exercised.
- d. Personal Contacts: Detectives have daily contact with the public, all levels of Lottery personnel, various law enforcement agencies along with prospective Lottery employees, current and prospective retailers and contractors. Through public contacts, the detective is expected to promote the Lottery in a positive manner. Detectives are expected to dress in accordance with the division's attire policy.

Physical and Environmental Demands

Activities required to perform the essential functions of the position include the ability to run, dodge, grasp, pull, step, climb, bend, kneel, press, prolonged sitting, talk, hear, see, observe, think, recall, type/key, remain alert, read and comprehend written material, ability to analyze information that includes written presentation and ability to follow directions. Enter, exit and drive a motor vehicle. Lift and carry up to 20 pounds. Good motor skills (muscular movements) are required to use safety equipment.

Working Conditions and Requirements

- a. Schedule: 8AM-5PM M-F
- b. Travel: Some travel required
- c. Other: The detective must be willing to work overtime, odd and irregular hours, nights, weekends, and holidays, in various locations throughout the State; possess a valid California driver's license and be willing to travel at any time (out-of-state or country travel may be required); be familiar with computer and security hardware systems; possess facility and plant systems security expertise.

Effective Date: 8/2/2023



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NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



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Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others'.)
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. Schedule:



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- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).